May 14, 2016

«Company»

Attn: «FirstName» «LastName»

«Address1»

«City», «State» «Zip»

Dear «FirstName»

Since we last spoke on , many new commercial properties have become available that might be of interest to you. In the coming months, you’ll be able to “visit” these property listings on the Internet.

Our technical folks, , have been working day and night to create our new, state-of-the-art Web site. You’ll be able to see the latest properties as well as take virtual tours through any listing! Each listing will provide you with all applicable lease and purchase information as well as a financial calculator to help you decide if it’s a good value for your situation.

I have enclosed a paper copy of Burke Properties’ latest listings, and will call you later this week to discuss some of the possibilities.

Sincerely,

Jan Burke

President

Enc.